



DRAFT San Tomas & Monroe Community Garden Guiding Principles **March 2018 – February 2019**

San Tomas & Monroe Community Garden Purpose

The City of Santa Clara has established a Community Garden adjacent to the San Tomas & Monroe Neighborhood Park, at 2380 Monroe Street. The Community Garden is divided into raised garden beds where members of the general public, schools, and organizations will be able to reserve a garden bed for purposes of growing fruits, vegetables, flowers, herbs and other plants.

The San Tomas & Monroe Community Garden is intended to be a beautiful, safe, and peaceful refuge amidst the fast-paced life of Silicon Valley. This set of guiding principles has been designed for the following reasons:

- To ensure that Community Gardens are safe
- To ensure that Community Gardens are pleasant places to be and to look at for gardeners, neighbors, and the general public
- To establish fairness and equity among community gardeners
- To prevent damage to the land and groundwater
- To restore unused land into places of activity
- To promote a community of gardening neighbors
- To protect the future of Community Gardens in Santa Clara

As in any group endeavor, individuals must give up some of their individuality to accommodate the function of the group. Community gardening is no exception.

Membership

Garden Program Membership includes exclusive access to the community garden, one raised garden bed filled with soil, use of water, access to educational classes, use of the tool shed and its contents, and proportionate yield from community orchard and compost bins.

The Community Garden Program uses the following principles to ensure that this rule is applied uniformly:

- A. A Primary Garden Member may be defined as an individual, a head committee organizer, or an entity having sole access to the garden bed.
- B. The Primary Garden Member may identify a Secondary Garden Member with equal access to the garden bed. Both the Primary Garden Member and Secondary Garden Member are defined as "Garden Members".
- C. Only one garden bed is permitted per household, group or organization.
- D. To become a Garden Member you must do the following before you begin gardening:
 - a) Submit a Garden Application and receive approval.
 - b) Sign the Release of Liability & Assumption of Risk Agreement.
 - c) Pay annual fees and security deposit.
 - d) Attend an orientation.
- E. A Garden Member is allowed to bring guests to show them their garden bed.

- F. Payment in full is to be made by cash, check, VISA/Master Card/Discover/American Express, or money order, payable to the City of Santa Clara.
- G. Garden Membership is for one year (March 1– February 28) with registration happening in February for each sub-sequent year.
- H. Application period for the 2018-2019 Membership year will open June 15. Any Applications submitted after July 27 will be added to the waiting list.
- I. Renewal applications are mailed to current Primary Garden Members in good standing (see “Rules and Regulations”) in January for the following membership year. If the signed rental application, agreement, and annual dues are not received by February 15, the plot will be made available to those on the waitlist. Membership renewals can be made online.
- J. Memberships can be renewed for a maximum of three (3) years. After the three-year term limit, eligible participants can be added to the waiting list.
- K. During registration, returning and new applicants will be required to provide proof of residency in the form of a government issued photo I.D., and a copy of a current utility bill or vehicle registration. Other forms of proof of residency may be considered subject to approval by the City.
- L. Garden Members do not have any ownership in the garden beds and may not sell, transfer, or sublet their garden bed. In the case where the Garden Member(s) is unable to care for their assigned bed, the transfer of a bed will be managed by the City.

Waitlist

If the number of applicants exceeds the available beds, those applicants will be placed on a waiting list in adherence to the priority and eligible qualifications. Garden Members whose 3-year term limit has expired may be added to the waiting list. The Garden Coordinator maintains the waitlist.

Garden Member Eligibility & Priority Categories

- A City of Santa Clara Residents living within a half mile radius of the Garden
- B City of Santa Clara Residents who receive Cal Fresh (WICC, SNAP) benefits
- C City of Santa Clara Residents with children enrolled in SCUSD schools
- D City of Santa Clara Residents aged 55 and up
- E All other City of Santa Clara Residents over 18

Annual Fees

The City will charge an annual membership fee to defray the costs of water, maintenance and administration of the Community Garden Program.

Annual Use Fees			
Bed size (approximate)	Individual 64 sq. ft. Raised Bed	ADA/Senior Citizen 64 sq. ft. Raised Bed	Group plot 96 - 188 sq. ft. Raised Bed
Deposit (refundable)	\$50.00	\$50.00	\$100.00
Participation fee (March 1 – Feb 28)	\$75.00	\$50.00	\$170.00

Membership fees are *non-refundable* and *non-transferable*. Mid-year rentals (on or after March 1) will be prorated accordingly (full deposit required).

Security Deposit

A one-time \$50.00 (\$100 for Group Beds) key, cleaning and compliance deposit will be collected for each garden bed to encourage Garden Members to keep their garden bed active, weed-free, and to comply with all Community Garden Guiding Principles. The deposit is refundable when the bed is vacated, pending approval from the City. (Please see "Termination").

Administrative Procedures

The City of Santa Clara Parks & Recreation Department staff is responsible for administering the Community Garden and enforcing the San Tomas & Monroe Community Garden Guiding Principles. City staff duties include garden inspection, policy enforcement and interpretation, maintenance of physical facilities, organization of work parties, maintenance of approved members list and waitlist, and other recreational and garden community activities.

San Tomas & Monroe Community Garden Guiding Principles may be amended at any time by the City. Garden Members shall be subject to the Guiding Principles as amended regardless of notice of any such amendments, but when possible, the City will notify Garden Members when possible and where appropriate (i.e. bulletin board, garden member meetings, email, etc.) of any change to the program, the guidelines, and/or fees.

The main contact, for any matter relating to the Community Garden Program, is the Community Garden Coordinator:

Derek Bryant
2446 Cabrillo Ave., Santa Clara, CA, 95051
DBryant@SantaClaraCA.gov
(408) 615-3740

Community Garden Advisory Committee

The Community Gardens Advisory Committee will be established to ensure the proper operation of the Community Garden and to ensure opportunity for active membership in the Community Garden Program. The Advisory Committee is chosen in accordance with the approved Community Gardens Advisory Committee Operational Guidelines. The Advisory Committee meets quarterly or as needed, to provide feedback to the Garden Coordinator, to advise and discuss policies, problems and plans for the gardens. Garden Members, Community Partners, and people on the wait list are encouraged to attend the Advisory Committee meetings to discuss garden-related matters. Meeting dates will be posted on the Community Garden Bulletin Board and sent via email to Garden Members. Contact the Garden Coordinator if interested.

RULES AND REGULATIONS:

San Tomas & Monroe Community Garden policies are set by the City of Santa Clara. Failure to comply with the rules and regulations may result in loss of garden bed without refund and prohibition on future membership. City shall have the right to inspect any garden bed at any time.

Garden Member waives any and all claims for personal or property damage against the City, its officers, agents, or employees, arising directly or indirectly out of this policy. Garden Member further agrees to indemnify City against any such claims made by persons coming

into the Community Garden premises at the actual or implied invitation of the Garden Member. The City is not liable for loss or damage to personal property, vandalism to the garden bed, and/or destruction of crops due to disease, pests, rodents, or inclement weather.

City Responsibilities

- A. Assign garden beds to individuals, groups, and community organizations as appropriate and based on priority criteria.
- B. Provide garden bed water, hoses, trash receptacles and various garden tools.
- C. Work to diminish “pest” problems (e.g., rodents, squirrels, etc.), but will not guarantee that pests will not invade the garden.
- D. Perform periodic general cleanup. A notice regarding scheduled work will be posted on the Garden’s bulletin board whenever possible.
- E. Maintain all walkways, fencing, and non-garden bed landscaping, including citrus and fruit trees.
- F. Provide access to storage shed equipped with limited supplies and large tools for gardeners’ use.
- G. Maintain all fruit trees
 - a. All fruit and citrus trees are available for the Garden Members enjoyment and should be eaten on site.
 - b. Do not prune the trees.
- H. Manage the bee hives. Do not kill, harm or poison the bees.
- I. The City is not responsible for the theft of crops, tools, or personal belongings.

Garden Member Responsibilities

The Primary Garden Member on the registration form is solely responsible for the maintenance of the entire garden bed and for payment of all associated fees. It is the responsibility of all Garden Members to supervise minors and guests at all times while in the Community Garden to ensure guests are following all rules and regulations. Garden Members are responsible for the actions of all minors/guests they bring into the Community Garden.

- A. Attend Garden Member Meetings. Garden Members will learn about upcoming events, communicate concerns, share ideas, and build relationships.
- B. Ensure the gate and storage shed are locked when they are the last member leaving for the day. It is also each Garden Members responsibility to close the gate behind them when entering the garden and do not open the gate to allow non-Garden Members to enter the garden.
 - a. Providing the passing key code to anyone not listed on the Membership Application and Agreement is cause for immediate termination.
- C. Provide all personal use tools, seeds, plants, equipment, and other supplies necessary for gardening.
- D. Contact the Garden Coordinator if unable to tend to their garden bed for an extended period.
- E. Inform the Garden Coordinator of any changes to their contact information, including home address and telephone number.
- F. Inform the Garden Coordinator if you wish to discontinue your garden membership, in writing, so that the bed may be reassigned to the next person on the waiting list.
- G. Report conflicts amongst Garden Members, maintenance issues, or unauthorized guests to the Community Garden Coordinator.

Code of Conduct

All Garden Members and guests shall conduct themselves as responsible individuals, and with consideration towards others. Garden Members will be respectful of the fact that the garden is located in a community park where children and families are present, and will not behave in such a way or display items that may be deemed offensive or inappropriate.

Garden Members Shall Not:

- A. Bring vehicles into the Community Garden area at any time.
- B. Enter another Garden Members bed without permission. Removal of any item (crop, plant, tool, etc.) that is not yours is considered theft and cause for permanent loss of participation in Garden.
- C. Bring illegal substances, firearms, weapons or alcoholic beverages on Community Garden premises.
- D. Smoke items such as: cigarettes, e-cigarettes, cigars, or marijuana. No smoking of any kind is allowed in the Community Garden.

Hours of Operation

Sunday – Saturday, 6:00am to ½ hour after sunset, year round.

Garden Amenities

The Community Garden is full of amenities. These amenities were placed for members' use and should be maintained properly to ensure its longevity.

- A. General Common Areas
 - a. No amplified music is allowed in the Community Garden.
 - b. Be sure to clean up after yourself and ensure waste is placed into proper trash containers. Only waste originating from the Community Garden can be disposed in the trash containers.
 - c. No pets are allowed in the Community Garden, with the exception of Service Animals.
- B. Outdoor Classroom
 - a. The general public is only allowed to access the Community Garden during workshops, programs, events, work days, or by special arrangement with the Garden Coordinator. If there is a class in session, please do not interrupt.
 - b. All Garden Members will be able to register for classes with the rest of the public.
 - c. Garden Members and guests are invited to use the Outdoor Classroom area when there is no class or workshop in session.
- C. Cold frame beds
 - a. Cold frame beds are to be maintained by a City appointed volunteer.
 - b. Contact the Garden Coordinator if you wish to use them.
- D. Master Gardeners Display area
 - a. Master gardeners bed(s) will be used as a display for ideas and should not be maintained by anyone but the appointed person.
- E. Children's Raised Beds
 - a. Reserved for visiting student groups.
 - b. Will be maintained by a City appointed volunteer.
- F. Compost
 - a. All organic waste should be deposited in the compost area.
 - b. Participants are welcomed and encouraged to turn compost piles frequently.

- c. All gardeners can use available completed compost.

G. Restrooms

- a. Access is located on the park side.
- b. Restroom sinks shall not be used to wash your harvest.

H. Parking lot

- a. The garden area is not accessible to motorized vehicles. All supplies should be unloaded in the parking area and transported to the garden area via hand, handcart, or wheelbarrow.
- b. The designated parking for community gardeners is on the Monroe side.
- c. The Creekside parking lot should only be used in the case of overflow.
- d. Dumping of any materials in the parking area is strictly prohibited.

I. Water use

- a. There are garden bibs and hoses for Garden Members to share.
- b. Consult with Garden Coordinator before tampering with irrigation or hoses.
- c. For more see "Water" in "Planting Guidelines" Section.

J. Tool Shed and Storage

- a. In the shed you will find a few basic tools.
- b. Please return tools cleaned and promptly when you are through using them, so they are available to other gardeners. Please report missing or broken tools to the Garden Coordinator. Tools are used and maintained at the gardener's own risk. Tools are for garden use.

K. First Aid

- a. In case of an emergency, call 9-1-1.
- b. There is a First Aid kit in the shed, in case of injury.

L. Bulletin Board

The Community Garden Bulletin Board is for the purpose of posting Community Garden related information only. Any items posted by the City will be clearly identified with a City Logo. All items posted on the bulletin board must contain the date posted and the name and Bed number of the Garden Member. Items not in compliance or inappropriate will be removed. All items will be removed after 30 days.

NOTICES, VIOLATIONS, AND PROCEDURES:

Contacting You

It is your responsibility to keep the Garden Coordinator informed of any changes of address, phone numbers, or email address. Important information (renewal packets, etc.) will be mailed to your last known address. Notices to individual Garden Members may be mailed, sent via email, attached to a post in the garden plot, or made by phone. General notices will be posted on the bulletin board.

Inspections

Adherence to established rules and regulations is critical in to ensure the Community Garden remains in quality condition. Periodic checks will be made to all garden spaces to ensure they are being cared for properly and are in compliance with all Community Garden Guiding Principles. The Garden Coordinator is responsible for interpreting and enforcing the policies.

Vacations and Extended Absences

Vacationing Garden Members or those who prefer to "rest" their garden bed during the cold seasons, are not exempt from weed and other maintenance rules, or compliance deadlines.

Abandonment

Any garden bed that appears to be abandoned will be sent an "Abandonment Notice". The Garden Member will have fifteen (15) days to restore the plot. If progress has not been made, the garden bed will be reassigned and the deposit will be forfeit.

Vandalism & Theft

Vandalism and/or theft will not be tolerated. These acts are cause for immediate termination of all Community Garden privileges without refund of participation deposit. Accusations of misconduct, vandalism or theft will be considered by Community Garden Coordinator. If you observe an intruder in the community garden area, please contact the Santa Clara Police Department at (408) 615-4700.

Termination Based on Violations

When a garden bed is found to be in conflict with these regulations, the Primary Garden Member will be notified of the violation(s). Notification of a violation shall be transmitted via letter from the City to the Primary Garden Member as follows:

- a. Letter #1: The first letter will serve as notice of the violation and provide the date (15 days from date sent) that the garden bed will be checked for compliance.
- b. Letter #2: If, after those 15 days, the garden bed is found to still be noncompliant, a second and final letter will be sent to the Primary Garden Member advising them that that compliance must occur by the date provided (15 days from date sent).
- c. If Garden Members fails to comply, then garden bed will be immediately forfeited with no refund of fees.

If a Primary Garden Member receives three (3) separate notifications of noncompliance within a six (6)-month period, then any subsequent violations within that same six (6)-month period will result in forfeiture of garden bed with no refund of fees paid. The Garden Member(s) will not be able to join the waiting list for a calendar year.

Upon any termination due to violations between a Garden Member and the City, a Garden Member will not be entitled to a refund of any fee paid to the City, nor will they be entitled to any payment or reimbursement from the City for any materials planted, growing, or otherwise located within the Community Garden or for any improvements made on the premises. All or any part of such material and improvements shall become the property of the City.

Appeals

All final evictions are reviewed by the Garden Coordinator. Garden Member grievances will be presented to the Community Garden Coordinator.

Garden Members may appeal to the Director of Parks and Recreation, whose decision will be final.

James Teixeira, Director of Parks and Recreation
1500 Warburton Ave, Santa Clara, CA, 95050
(408) 615-2260

GARDENING GUIDELINES:

San Tomas & Monroe Community Garden is composed of redwood raised garden beds with a concrete base- the first of its kind in the county. They come with many advantages to maintain the beauty and quality of the park for the next twenty years. Raised garden beds, or “garden boxes,” keep pathway weeds from your garden soil, prevent soil compaction, provide good drainage, and serve as a barrier to pests such as slugs and snails. The sides of the beds keep your valuable garden soil from eroding or washing away during heavy rains. In many regions, gardeners are able to plant earlier in the season because the soil is warmer and better drained when it is above ground level. By raising the soil level, raised garden beds also reduce back strain when bending over to tend the bed.

Organic Gardening

The Community Garden Program adheres strictly to the gardening principles, concepts, and practices popularly called “organic.” Products simply labeled “organic” or “natural” are not allowed unless they are approved by the U.S. Department of Agriculture’s (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see if a substance is allowed in a community garden check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web site (www.omri.org).

Planting Guidelines

- A. Garden Members may grow fruits, vegetables, herbs, flowers, and edible weeds in their bed. Edible weeds must be harvested and not allowed to go to seed.
- B. Due to the three (3) year term limit, and garden bed design, seasonal or annual crops are encouraged. Therefore the following crops are prohibited:
 - a. Water-intensive crops: Taro, rice, sugar cane.
 - b. Invasive crops and weeds: Bamboo, Japanese Honey Suckle, English Ivy, Passion Flower, Bermuda grass.
 - c. Trees or permanent plants: Trees, grape vines, rose bushes, blackberry, or raspberry bushes, etc.
 - d. Any government regulated illegal plants: cannabis, tobacco, etc.
- C. Crops that produce “runners,” or spread from the roots, should be constantly managed or grown in a container above the soil surface. These plants are, but not limited to, strawberries and the Mint family. Garden Member may be asked to remove the plant if it is not properly contained.
- D. Garden Members are encouraged to plant a variety of crops (at least two). The exception would be if you are growing a cover crop for the duration of the winter.
- E. Beds are not to be used to store materials/tools.
- F. Diseased plants (such as whitefly or powdery mildew) are to be treated or removed within five days of written notification from City. Gardeners are urged to notify the Community Garden Coordinator immediately if they suspect diseased plants on another person’s garden bed.
- G. Respect the need of your neighbors’ plants for sunlight. Do not plant crops in a way that will cause excessive shading to nearby beds.
- H. Trellises, arbors, or fencing around the bed is permitted so long as they follow these guidelines:
 - a. Must be installed inside the bed.
 - b. May not be more than 4 feet high from the soil surface.
 - c. May not shade a neighbor’s bed.
 - d. May not be installed permanently or anchored into the garden bed.

- I. Any permanent drilling into the wooden bed with nails or screws are absolutely prohibited.
- J. All fencing and trellis material must have a pleasant appearance, be an earth tone/neutral color, and be non-toxic and non-rusting.
- K. Tires or any toxic materials are not permitted in the garden.
- L. Vining plants should be either trellised or may hang over the sides of the garden bed, but cannot lie across the ground. The Garden Coordinator or City representative has the right to trim excess plants overhanging into the walkway without prior notification to the Garden Member.
- M. Garden Members are to keep their garden beds clear of all waste materials including, but not limited to, weeds, dead plants, and decaying fruits or vegetables.
- N. All disease-free, non-invasive organic waste should be added to the compost area. All other waste materials must be disposed of in the provided receptacle.
- O. Each garden bed has been provided an ideal soil profile that should produce a healthy harvest. No major amendments or modifications are needed. Accepted soil amendments include:
 - a. Chicken/steer manure applied once a year.
 - b. Raised bed or potting soil applied twice a year.
 - c. No limitations to adding compost.
 - d. No sand amendments.
- P. Soil should stay in the bed and be cleaned up if spilled on to the decomposed granite pathways.
- Q. The Community Garden is a publicly maintained City property and there is no presumption of privacy.
- R. No attachments to the City's fencing are permitted. No Garden Member shall use the City's perimeter fencing as a trellis or to hang garden equipment.

Chemicals and Fertilizers

The San Tomas & Monroe Community Garden is located on City of Santa Clara property and therefore obligated to follow its policies. The City of Santa Clara prohibits the application of chemical pesticides on its property unless approved in writing by the City's Integrated Pest Management (IPM) Coordinator and is applied by a trained, certified technician. Any Garden Member who believes their plot has a pest problem that would justify the use of chemical pesticides should contact the Garden Coordinator for a consultation.

Garden Members must consult with the Garden Coordinator before using any herbicide, including those on the "less-toxic" lists.

The following table includes, but is not limited to, some substances that are allowed and prohibited:

	Allowed	Prohibited
PEST AND DISEASE CONTROL	<ul style="list-style-type: none"> - bacillus thuringiensis (Bt) - Soap Spray - Horticulture pepper/onion spray - sulfur - wood ashes - sour mil solution - dormant oils - micro-cop or equivalent nematodes (orchard use only) - diatomaceous earth (DE) 	<ul style="list-style-type: none"> - baking soda - borax, boric acid - sluggo - wood ashes - ladybugs - tanglefoot - marigolds - beneficial - Pyrethrum*
		<ul style="list-style-type: none"> - rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion - diazinon - sevin - organophosphates - Roundup - Finale - Dursban - organ chlorides - chlorpyrifos

FERTILIZERS	*Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins . Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.	
	Allowed	Prohibited
	<ul style="list-style-type: none"> - cotton seed - kelp - compost - manure - blood, bone, horn, and hoof meals - liquid fish or seaweed - fertilizers classed as "organic" 	<ul style="list-style-type: none"> - ammonium sulfate - ammonium nitrate - muriate of potash -superphosphates - highly soluble chemical fertilize - Ozmicote - Non organic Miracle Grow

Water Use

Drip Irrigation

Each garden bed will be fitted with an irrigation drip line. The automatic time controller has five zones that are color coded. If your line is broken, it may affect other garden beds in your zone. Garden Members will be able to turn off irrigation line with the installed valves with no affect to other garden beds. Cutting, adapting, or removing the drip line is prohibited. If you wish to make changes to your garden bed irrigation, or if you see a broken line in any garden bed, contact the Garden Coordinator immediately. During a declared drought, all watering will be done through the drip line only.

Hoses

The amount of water used determines future fees. Excessive water use may be defined as the following; water allowed to leave the defined vegetable bed, water allowed to run off into the pathway, unattended water hoses left running for extended periods of time. Those Garden Members not adhering to a watering schedule or who continue to use water in excess may be terminated from the program.

Standing Water

To reduce the breeding of mosquitoes and the spread of West Nile Virus, no stagnant/standing water is allowed, including but not limited to water in containers and buckets.